

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, November 14, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Gran led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Joshua Gran, Robert Burns, Paul Fisch, Robert Lemke, and DeWayne Schroeder. City staff present: Adam Swann, clerk-administrator. Visitor(s) present: Diana Hammell, *Caledonia Argus*.

AGENDA: Member Fisch moved to approve the agenda; the motion was seconded by Member Lemke. All members present voted in favor to approve the agenda, and the agenda was approved.

CONSENT AGENDA APPROVAL: Member Burns moved to approve the consent agenda. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed. The consent agenda comprised the following items:

- a. Approval of minutes from October 24, 2016 regular meeting
- b. Approval of contract with Community and Economic Development Associates, Inc. for as-needed professional services in 2017
- c. Approval of Chris Schansberg and Logan Thiele as members of the Caledonia Fire Department

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Updates: Clerk-Administrator Swann reported the following: (i) the street paving project for 2016 was completed successfully; it included repaving sections of S. Sprague St., S. Decorah St., and S. Ramsey St.; (ii) the City provided the owners of the Fairbridge Inn with written notice that the delinquent lodging tax would be assessed if not paid; (iii) the City's election judges did an excellent job on Election Day and voting went smoothly; (iv) work on the Caledonia Aquatic Center was approximately 80% finished and the City had used \$28,721.88 of the \$37,893 budgeted for contingency expenses; and (v) the Mutual Aid Agreement between the Caledonia Ambulance Department and the Spring Grove Ambulance Service would be ready for Council's review at the next Council meeting.

UNFINISHED BUSINESS:

a. Holiday leave for part-time City employees: By consensus Council affirmed that regularly scheduled, part-time employees working more than 25 hours but not working under the bargaining agreement would receive the same holiday leave schedule as permanent part-time police officers, which includes the day after Thanksgiving but not Christmas Eve.

NEW BUSINESS:

a. Public hearing and consideration of application by Lifestyle Enterprises, LLC for setback variances: At 6:15 p.m. the regular meeting of the City Council was adjourned to hold a public hearing on a request from Lifestyle Enterprises, LLC for two variances to the setback requirements at 405 S. Highway 44/76, location of Lifestyle Fitness, SmoothToe, and Gunderson Orthopedic Clinic. The application submitted by Lifestyle Enterprises, LLC requested a setback variance of 98 feet from the west property line and a setback variance of 87 from the north property line for purposes of installing a new 9'

x 9' sign 32 feet from the west property line and 3 feet from the north property line. The new sign would replace the sign previously approved by Council on June 13, 2016, and the existing sign located within Maralouis Court would be removed. Greg Hoscheit appeared on behalf of Lifestyle Enterprises, LLC, and spoke in support of the application. At 6:22 the public hearing was closed, and the regular City Council meeting was reconvened.

Member Burns moved to approve the two setback variances—98 feet and 87 feet—requested by Lifestyle Fitness, LLC. Member Lemke seconded the motion. Mayor Gran and Members Burns, Lemke, and Schroeder voted in favor of the motion. Member Fisch abstained citing that he had a conflict because he worked for Gundersen Health System, which was going to have its name on the proposed sign. The motion passed 4-0.

b. Resolution 2016-014: A Resolution Certifying the Results of the November 8, 2016 Election: Council reviewed proposed Resolution 2016-014, which certified the results of the election held on Tuesday, November 8, 2016 and included the election of DeWayne Schroeder as mayor and Paul Fisch and Randi Vick as council members. Member Burns moved to approve Resolution 2016-014, and Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Collection of utility undercharges: Council discussed the City's policy on collecting undercharges from seven large power customers who had been underbilled for large power demand for more than two years. The consensus of the Council was that the City would collect 100% of the undercharges but would allow the customers to make monthly payments for up to five years with no interest.

d. Overtime reports: Council reviewed the overtime reports for the pay periods October 10-23, 2016 and October 24-November 6, 2016. No further action was taken by Council.

e. Prepaid claims: Council reviewed the prepaid claims for the period October 12, 2016-November 10, 2016. Member Schroeder moved to approve the prepaid claims listed below. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

Border States Electric Supply	Light – Substation Project	583.01
Briggs & Morgan	Pro Svces Go Tax Abate Bids	7,020.80
Electric Pump	Stp – Lift Station Maint	1,860.00
Expert T Billing	Amb – Contracted Billing	1,080.00
Hoskins Electric Co	Stp – Scve Call Lift Station	175.00
Meyer Concrete	Curb Repair – S. Decorah Street	3,456.00
MN Dept of Labor & Industry	Aud – Elevator Operator Permit	100.00
R C T Sewer & Vac	Sewer – Jet Line (TruGas Park)	348.00
Schumacher Elevator Co	City Hall – Elevator Maint Agr	825.97
Star Energy Services	Light – Substation Project	2,198.00
Farrell Equipment & Supply Co	Street Equip – Saw Blades	239.98
Petty Cash	Replenish Petty Cash	60.67
A1 Precision Plumbing, Inc	Cal Aquatic Ctr – Toilet Rental	100.00
Allied Products Corporation	Park Areas – Flags	369.10
Blue Cross Blue Shield of MN	PD – Health Ins (M. Coffield)	2,436.69
Chosen Valley Testing	Aqu Ctr – Constr Mtls Testing	1,810.00
D S Electric Supply Inc	Light – Inventory	1,419.33
Houston County Treasurer	Election Exp – On-Line Training	80.00
Neuman Pools, Inc	Cal Aquatic Ctr – Payment #3	157,334.25
Northern Beverage Dist	Liquor Store Inventory	826.35

Schott Distributing Co, Inc	Liquor Store Inventory	1,791.55
Signature Aquatics, LLC	Aquatic Center – Prjt Management	4,500.00
Storlie's Portable Pit Stops	Park Areas – Toilet Rent	110.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
US Aquatics	Aquatic Ctr – Amended Bid/Trip	3,600.00
Wieser Bros Gen Contractor Inc	Aquatic Ctr – Payment #4	122,135.82
B & M Service Center	Street Equip – Fuel	113.98
Boesen, Dan	Personal Phone Stipend Oct 2	25.00
Dinges Fire Company	FD – Instr Mtls	39.60
Houston County Treasurer	Ho Co Coll Site Nov 2016	4,683.00
Jack Neumann Trucking	Liquor – Freight Exp	112.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,462.62
League of Minnesota Cities	Reg Fee – Bob Burns	45.00
Nelson, Craig T	Personal Phone Stipend Oct 2	25.00
Northern Beverage Dist	Liquor Store Inventory	156.30
Phillips Wine & Spirits Co	Liquor Store Inventory	1,719.32
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Barr & City, Larissa	Meter Deposit Refund & Interest	250.60
Bassett & City, Richard/Darcey	Meter Deposit Refund & Interest	201.16
Nicholson & City, Jessica	Meter Deposit Refund & Interest	250.40
Picatasci & City, Joseph	Meter Deposit Refund & Interest	250.70
Thompson & City, Alexandra	Meter Deposit Refund & Interest	250.30
Uniforms Unlimited Inc	PD – Uniforms (K Zehnder)	348.91
US Postal Service	Mult – Stamped Env	7,086.25
Zimmerman & City, Jennifer	Meter Deposit Refund & Interest	250.92
Betz, Mark G	2016 Uniform Allowance	125.00
Mathy Construction Co	Streets – 2016 Patching	8,780.10
Northern Beverage Dist	Liquor Store Inventory	564.35
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	25.68
Commissioner of Revenue	State W/H – Payday	1,745.61
Merchant's Bank	Fed/Fica/Med – Payday	9,197.59
Breakthru Beverage MN	Liquor Store Inventory	1,990.65
Business Financial Planning	Café Plan Payday	312.01
Buttall's Lighting	Auditorium – Bulbs	134.70
Fleet Pant & Body Repair, LLC	Street Equip – Truck 001	967.00
Galls, LLC	PD – Uniforms (K Zehnder)	168.90
Mayo Clinic	Amb – BLS/HCP Cards	80.00
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDP/Roth – Payday	645.00
NCPERS Minnesota	NCPERS Payday	48.00
Principal Life	Mult – Life/AD&D/Dep	500.00
Public Emp Retirement System	Pera Payday	7,859.53
Schott Distributing Co, Inc	Liquor Store Inventory	1,733.70
Southern Glazer's of MN	Liquor Store Inventory	1,455.17
Spring Grove Soda Pop, Inc	Liquor Store Inventory	208.40
Heiman Fire Equipment, Inc	FD – 4 Sets Coat/Pant	7,136.00
Houston County Treasurer	Street Equip – Tax/Title/Etc	4,256.25
Ken's Small Engine, Inc	Mult – Fuel/Additives	81.75
Kraus Oil Co Inc	Mult – Fuel	990.00
Meyer Brothers, Inc	Sidewalk (N Pine St. near Fire Barn)	3,324.00

Tri-State Ambulance, Inc	Intercept Fee Runs	500.00
Northern Beverage Dist	Liquor Store Inventory	2,798.80
Resco	Light – Misc	991.20
Winona Controls, Inc	Mult – Boiler Maint Parts, Repairs	2,238.94
Artisan Beer Company	Liquor Store Inventory	44.50
Caledonia Oil Co	Mult – Fuel	1,081.58
Jack Neumann Trucking	Liquor – Freight Exp	75.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,481.37
Kruse, Linda	Wild Turkey Fest – Pumpkins	47.00
Lester, Samantha	PD – Meal Reim @ Training	18.56
MN Dept of Revenue	Liquor Store Inventory	20,174.00
Phillips Wine & Spirits Co	Liquor Store Inventory	441.05
Richard’s Sanitation, LLC	Recycling – Collections	7,148.60
Schott Distributing Co, Inc	Liquor Store Inventory	3,925.40
Schuldt, Dianne	Wild Turkey Fest – Reim	32.98
Spring Grove Soda Pop, Inc	Liquor Store Inventory	36.50
Stemper, James	PD – Reim Meals @ Training	21.55
Verizon Wireless	Mult – Comm Exp	242.54
Vinocopia, Inc	Liquor Store Inventory	102.50
Wurzel, Craig	PD – Reim Meals @ Training	22.36
A1 Precision Plumbing, Inc	Cal Aquatic Ctr – Toilet Rental	100.00
Acentek Ascending Technology	Mult – Comm Exp	1,107.07
Chosen Valley Testing	Aqu Ctr – Constr Mtls Testing	1,710.00
Commissioner of Revenue	State W/H – Payday	208.78
Merchant’s Bank	Fed/Fica/Med – Payday	1,211.88
Myhre Construction LLC	Kraus Pressure Sewer Ext #1	17,209.71
Neuman Pools, Inc	Cal Aquatic Ctr – Payment #4	78,235.35
Public Emp Retirement Assn	Pera Payday	818.26
Richard’s Sanitation, LLC	Aquatic Ctr – Refuse Disposal	1,043.42
Signature Aquatics, LLC	Aquatic Ctr – Prjt Management	9,000.00
US Aquatics	Aquatic Ctr – Trip Fees	300.00
Wieser Bros Gen Contractors	Aquatic Center - Payment #5	54,201.37
Dept of Public Safety	Liquor Store Retailer’s Card	20.00
Esch, Maria	Wild Turkey Fest – Labor/Svces	100.00
G & F Distributing	Liquor Store Inventory	454.90
Gavin, Patricia	2016 Uniform Allowance	60.00
Heberlein, Polly	Wild Turkey Fest –Reim Misc	117.55
Houston County Public Health	Wild Turkey Fest – Reim	211.83
IUOE Local 49 Benefit Fund	Mult – Health Ins	21,930.00
Minnesota Energy Resources	Mult – Nat’l Gas	757.33
Northern Beverage Dist	Liquor Store Inventory	796.80
O’Heron, Laura	Wild Turkey Fest – Reim Misc	46.52
Schott Distributing Co, Inc	Liquor Store Inventory	6,522.25
Spring Grove Soda Pop, Inc	Liquor Store Inventory	259.90
Visa	Mult – Misc	1,676.49
Winona Controls, Inc	Stp – Svces/Labor	139.50
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	34.75
Merchant’s Bank	Fed/Fica/Med – Payday	9,443.65
Business Financial Planning	Café Plan Payday	312.01
Caledonia Police Association	PD Assn Dues – Nov 2016	95.00
Commissioner of Revenue	State W/H – Payday	1,800.55
IUOE Local # 49	Union Dues	442.00

MN Child Support Payment Ctr	1 Case Id	203.04
Paustis Wine Company	Liquor Store Inventory	683.50
Public Emp Retirement Assn	Pera Payday	8,235.31
Southern Glazer's of MN	Liquor Store Inventory	1,985.52
Albert, Virginia E	Election Judge	49.50
Caledonia Bakery	Election – Refreshments	34.80
Cavanaugh, Vicki	Election Judge	54.00
Dorival, Imogene	Election Judge	90.00
Elsie's Bar & Grill	Election – Pizza	32.06
Friego, Ronald	Election Judge	96.75
Gensmer, Ethelyn	Election Judge	135.00
Grippen, Lee	Election Judge	156.00
Guillaume, Joyce	Election Judge	139.50
Halvorson, Kiah	Election Judge	72.00
Hammell, Diana	Election Judge	167.25
Hayes, Jane	Election Judge	85.50
Hollatz, Carolyn	Election Judge	45.00
Jacobson, Barbara	Election Judge	45.00
Krzebietke, Erna	Election Judge	141.75
Leary, Mary	Election Judge	139.50
Mulvenna, Iyla	Election Judge	135.00
Noel, Rita	Election Judge	141.75
Schmitz, Lois	Election Judge	45.00
Schroeder, Robert	Election Judge	45.00
St. Mary, Lolita	Election Judge	170.63
St. Mary, Ruth Ann	Election Judge	78.75
Torgerson, Janell	Election Judge	94.50
Wagner, Allison	Election Judge	51.75
Northern Beverage Dist	Liquor Store Inventory	2,337.65
Spring Grove Soda Pop, Inc	Liquor Store Inventory	92.00
Bonanza Grain	Misc Depts – Crushed Rock	677.60
Caledonia Oil Co, Inc	Diesel Fuel – Misc Depts	969.75
EO Johnson Co, Inc	Standard Copier Agreement	468.47
G & F Distributing Inc	Liquor Store Inventory	366.40
Hazel Street Creative	50% Website Re-design Fee	700.00
Southern Glazers of MN	Liquor Store Inventory	259.60
Total:		\$673,472.13

f. Claims payable: Council reviewed the claims payable for November 2016. Member Fisch moved to approve payment of the claims listed below. The motion was seconded by Member Schroeder. All members present voted in favor of the motion, and the motion passed.

Abrams & Schmidt LLC	Consulting Attorney	175.50
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
Artic Glacier USA, Inc	Ice	72.50
Auto Value Parts Store	Stp & FD – Misc	153.88
Baker & Taylor Books	Library – Books (Ho Co Funding)	602.58
Becker & Stemper Electric, LLC	PD – Garage Light Repair	59.17
Bonanza Grain, Inc	Mult – Misc	1,936.35
Bound Tree Medical, LLC	Ambulance – Misc Supplies	841.79
Caledonia Lumber Co, Inc	Storm Drainage – Repair Mtls	14.70

Caledonia Oil Co	PD – Car #22 Maint	39.10
Carquest Auto Parts Store	Mult – Misc	96.37
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	10,931.93
Croell Redi Mix, Inc	Water – Repair Mtls	20.06
Custom Products Corporation	Traffic Eng – Sign Brackets	46.99
Dalco	Mult – Misc	274.55
Davy Engineering	Mult – Misc	1,763.74
Davy Laboratories	Stp – Lab	3,988.84
E O Johnson Company	Mult – Copier Agr	468.47
ECM Publishers, Inc	Mult – Misc	1,440.75
Farmers Coop Elevator Co	Water/Street – Seeding & Grass Seed	138.60
First Supply LLC	Water – Repair Parts & Inventory	366.04
Glass Service Center, Inc	City Hall – Install Counter Glass	941.00
Gopher State One Call	Light – Location Notifications	56.70
Great River Water Treatment	Aud/City Hall – Boiler Treatment	138.42
Hammell & Murphy, PLLP	City of Cal – Prosecution & General Mat	3,274.00
Hawkins, Inc	Stp – Pump & Chemical Fee	1,213.27
Heiman Fire Equipment, Inc	FD – Tool	37.70
Innovative Office Solution LLC	Mult – Office Supplies	88.70
Jeff’s Automotive Repair	PD – Car #20 Maint	69.39
Ken’s Small Engine, Inc	Mult – Handheld Trimmer, Saws	1,286.35
Mathy Construction Co	Streets – Cold Mix For Patching	78.01
Menard’s	Aquatic Center	42.91
Michael’s Truck Equipment	Street Equip 004 Repairs	1,165.32
Minnesota Pipe & Equipment	Water – Inventory	418.40
Mississippi Welders Supply Co	Amb – Oxygen	99.54
Moss & Barnett	Mediacom Franchise Renewal	16.50
Quillin’s	Election – Misc Exp	47.95
Randy Bearbower Painting	Storm Waterway Repair	400.00
Reliance Business Forms, LLC	Clerk’s Office – Forms, Envelopes	289.29
Resco	Light – Misc	63.51
Richard’s Sanitation, LLC	Light Dept – Refuse Disposal	745.38
Safe-Fast, Inc	Mult – Misc	91.37
Schilling Supply Company	Clerk’s Office – Copy Paper	111.27
Schmitz Refrigeration	Library – Install AC Unit	5,196.04
SE Libraries Cooperating	Library – Auto Fees Nov 2016	506.32
Sema Equipment, Inc	Street Equipment – Mult	117.50
Semnit	Mult – Tech Services	440.00
St. Mary Auto Body Shop	PD – Tow Fee	125.00
Star Energy Services	Light – 2016 Project	794.76
T & R Service Company	Light – Transformer Disposal	1,287.00
Todd’s Towing & Transport	PD – Tow Fee	100.00
Tri County Electric Co-Op	Mult – Electric Energy	155,948.85
US Post Service	2017 Annual Permit 76	215.00
USA Bluebook	Water & Sewer – Misc Supplies	237.53
Water Systems Company	Clerk’s Office – Drinking Water	13.72
Winona Controls, Inc	Mult – Fire Barn Heater Repair	55.92
Zarnoth Brush Works, Inc	Street Equip – Broom Refill	215.00
Total:		\$199,506.05

ANNOUNCEMENTS: The next regular Council meeting will be on Monday, November 28, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Member Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 7:03 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator